



TROOP C HEADQUARTERS MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1604

TITLE: BUILDING AND GROUNDS MAINTENANCE SUPERVISOR

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DESCRIPTION: A Building and Grounds Maintenance Supervisor position exists within the Missouri State Highway Patrol's Troop C Headquarters. The official domicile for this position is Weldon Spring, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for directing and supervising a small number of maintenance personnel in a variety of grounds keeping and housekeeping tasks. General supervision is received from a designated superior; however, independent judgment is exercised in the performance of assigned tasks.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: Possession of a high school diploma or equivalent and four years experience in grounds keeping and housekeeping tasks, or possess at least two years experience as a Building and Grounds Maintenance II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS: Must be at least eighteen years old at the time of appointment.

Possess or obtain and maintain a valid driver license.

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,404.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of December 6, 2021. The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

POSTING DATE: November 9, 2021

CLOSING DATE: November 23, 2021

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.